



# EMPLOYMENT APPLICATION

**Drug Free and Smoke/Tobacco Free Work Environment**

4500 Crane Centre Drive  
 Streetsboro OH 44241  
 Phone: 330/562-3366  
 Fax: 330/995-5174

It is Viking Forge's policy to provide equal employment opportunity with regard to all terms and conditions of employment. Viking Forge complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, military status, age, genetic information and/or other protected characteristics.

**Employment requires pre employment physical and test for illegal drug use.**

**Print Legibly**

First Name:		M.I.:	Last Name:	
Street Address, Apt #:			Social Security: (Last 4 digits only)	
City, State:		Zip:	Birth Month & Day: (do not list year)	
Email:		Preferred Phone for Contact:		
Preferred Shift: (circle) 1 2 3		Alternate Phone(s):		
<b>Please check position(s) of interest:</b>				
Die Set Up _____	Inspect/Ship _____	Office/Clerical _____	Professional _____	Saw _____
Forge Press _____	Janitorial _____	Maintenance _____	Quality _____	Tool & Die _____

Please check the best response for each question.	Yes	No	
Have you been previously employed by Viking Forge either directly or through a staffing agency?			Please provide year and agency:
Do you have the legal right to be employed in the U.S.?			If employed, proof will be required to complete Form I-9.
Are you at least 18 years of age?			No additional information necessary.
Do you have reliable transportation to and from work?			No additional information necessary.
Do you have a valid driver's license?			This will be requested pre-interview for background check.

Please indicate how you learned about Viking Forge.			
Walk-In (✓)	Newspaper (Name)	Job Fair (Date Attended)	Other
Staffing Agency (Name):		Friend/Relative:	

**Education / Knowledge / Skills**

School Type	School Name	City, State	Diploma, Degree or Credits Earned, Certificate
High School			If no diploma, list highest grade completed or state GED.
College/ University			
Trade/ Journeyman			

	Yes	No	List other special skills, education and experience on the lines below. (Do not write "See Resume.")
Tow Motor			
Crane			
Welding			
Blueprints			

Applicant #: \_\_\_\_\_

**Provide at least a 5 year employment history. List most recent employment first. Use the employment history section of a second application form to list additional jobs, if needed.**

Employer Name and City, State:	Phone:	Position:
	Dates: _____ to _____ Month & Year      Month & Year	Final Wage: \$ _____
Reason for Leaving:		
Employer Name and City, State:	Phone:	Position:
	Dates: _____ to _____ Month & Year      Month & Year	Final Wage: \$ _____
Reason for Leaving:		
Employer Name and City, State:	Phone:	Position:
	Dates: _____ to _____ Month & Year      Month & Year	Final Wage: \$ _____
Reason for Leaving:		
Employer Name and City, State:	Phone:	Position:
	Dates: _____ to _____ Month & Year      Month & Year	Final Wage: \$ _____
Reason for Leaving:		
Employer Name and City, State:	Phone:	Position:
	Dates: _____ to _____ Month & Year      Month & Year	Final Wage: \$ _____
Reason for Leaving:		

**Read Carefully** This section authorizes a background check and contact with the above shown employers.

I acknowledge and agree that the company, or its agent(s) acting on behalf of the company may obtain a consumer report as a condition of employment and, if hired, at any time during my employment for promotion or retention purposes.

I hereby authorize any and all persons, entities, companies, consumer reporting agencies, institutions and government agencies to release any information and records they may have concerning my background and qualifications for employment. All information received will be in strict compliance with all federal and state laws including the Fair Credit Reporting Act 15 U.S.C 1681 et seq., Privacy Act Title 28 (Public Act 93-579) 5 U.S.C 552(a), Freedom of Information 5 U.S.C., 552, etc. The company and/or its agent(s) have no duty to investigate the correctness of information received from others and may rely on and base its decision solely upon the information contained in such reports. I agree a facsimile or photographic copy of this document shall be as valid as the original.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Read carefully** Legally binding: Initials and signature confirm understanding and acceptance of the statements.

I certify that all information submitted by me on this application is true and complete. I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected; if I am employed at time of discovery, my employment may be terminated. \_\_\_\_\_ (initial) I agree to resolve any and all employment relation grievances within six (6) months of occurrence or within six (6) months of termination, whichever occurs first. \_\_\_\_\_ (initial)

In consideration for employment, I agree to abide by the company's policies, procedures and to adhere to safe work practices. \_\_\_\_\_ (initial) I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either the company's option or mine (at-will employment). \_\_\_\_\_ (initial) I understand that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. \_\_\_\_\_ (initial) I understand that no company representative, other than its General Manager, and then only when in writing and signed by the General Manager, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. \_\_\_\_\_ (initial)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYMENT APPLICATION**  
This is part of the application. Please answer all questions.

First Name:	M.I.:	Last Name:
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Please tell about skills you have acquired in previous jobs.

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Describe the position you ideally want to obtain in this company.

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Define/list the knowledge, skills, education and personal attributes you have used in work environments.

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Viking Forge was incorporated in 1989 and is a steel forging company. Parts for trucks, automobiles, motorcycles and oil field pipelines are made in the manufacturing facility. We offer employment opportunity to associates who want to continually learn while working in our environment. Please ask at least three questions for more information about Viking Forge.

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“Viking Forge’s mission is to profitably supply high quality, near net forgings that consistently exceed our customer’s requirements.” How can you help us achieve this goal?

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**This is two sided; complete both sides.**

Viking Forge is a manufacturing company which produces steel parts. To be successful in our work environment, you must learn specific processes. Tell when you last learned something new. What did you learn? How have you used this?

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Define "work."

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Define "team work."

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Additional comments may be submitted.

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**Read carefully** Legally binding: Initials and signature confirm understanding and acceptance of the statements.

I certify the responses provided on the Written Interview portion of the Employment Application are my original thoughts and responses. The knowledge, skills, learning/education and personal attributes suggested by me are true and represent my real ability and attributes. If any false information, omissions, or misrepresentations are discovered, my application may be rejected; if I am employed at time of discovery, my employment may be terminated. \_\_\_\_\_ (initial)

I understand employment in Viking Forge's manufacturing environment requires standing, bending, stooping, sitting, squatting, lifting, exposure to heat, exposure to weather, exposure to noise, exposure to dust and fumes. I understand employment in any professional or office/clerical position is for the support and service to manufacturing and the physical demands aforementioned equally apply. \_\_\_\_\_ (initial)

My signature indicates acceptance of the environment described above as well as my ability to perform the essential duties of the position for which I have applied and, if hired, any position which I may accept at time of hire or for continued employment. In consideration for employment, I agree to abide by the company's policies, procedures and to adhere to safe work practices. \_\_\_\_\_ (initial) I agree to resolve any and all employment relation grievances within six (6) months of occurrence or within six (6) months of termination, whichever occurs first. \_\_\_\_\_ (initial)

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_